



PR/094123 | Treasury Officer

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1509605

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

December 11th, 2024 18:11

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

COMPANY OVERVIEW

Our client is one of the leading Banking Services companies in Japan. They are currently looking for officer to join their Treasury team.

JOB RESPONSIBILITIES

This position is responsible for performing all clerical work related to market transactions and cash flow operations. Reporting line is to the Head of Treasury.

- **Management of daily cash flow:** Calculate daily overnight position for clearing account and request transfers between accounts and check clearing account to ensure a positive daily ending balance. Observe the rules and regulations of the MAS regulations/Reporting, etc. Various forms of daily or weekly cash flow schedule are also required to be prepared.

- **Management funding needs for the Branch :** To be determined by daily cash flow position and asset balance of securities, loans, cash lending and other assets. Various forms of daily or weekly funding schedule are also required to be prepared.
- **Foreign Exchange:** Handling foreign exchange transactions for customers and adjust our branch position on the foreign exchange. Preparation of funding ticket once trade has been confirmed with brokers or traders directly.
- **Securities deal:** Follow up the securities deal or swap deal after the Section Head of Treasury Department agreed the deal with counterparty.
- **Market information Update:** Update news and information on financial markets and provide to our customers and the Branch management.
- **Securities Portfolio Data Maintenance:** Maintain the Securities Portfolio Record for the Section Head of Treasury Department.
- **Others:** Watch and check the credit rating for our assets. Know all current events that may affect the market. Other responsibilities assigned by the Head of Treasury.

REQUIREMENTS

- Degree in Banking & Finance or equivalent
- CMFAS (RES12B, CM-CMP)
- At least 1 year of Corporate Banking experience in Treasury Operation
- Precise, attention to detail with a risk and control mindset.
- Good oral & written communication skills, and strong inter-personal skills

We regret to inform that only shortlisted candidates will be notified. Appreciate your understanding.

#LI-JACSG #countrysingapore

EA: JAC Recruitment Pte. Ltd.

EA Licence: 90C3026

EA Personnel: R1872039

EA Personnel Name: Nurdiana Teng Abdullah

Company Description